



## District Court - 52nd Judicial District

[www.oaklandcourts.com](http://www.oaklandcourts.com)

700 Barclay Circle  
Rochester Hills, MI 48307  
248-853-5553

RENEE S. GILLERT  
COURT ADMINISTRATOR

HONORABLE JULIE A. NICHOLSON  
HONORABLE NANCY TOLWIN CARNIAK  
HONORABLE LISA L. ASADOORIAN  
DISTRICT JUDGES

MAGISTRATE MELINDA BALIAN  
MAGISTRATE NICOLAS CAMARGO  
MAGISTRATE MARIE SOMA

### **Part-Time Clerical Position**

Rate of pay is \$13.36 per hour

Work week will be 20 hours.

Applicant must be flexible and available to work various hours Monday through Friday, between 8:30 am and 5:00 pm.

### **Description of Work**

Job duties consist of **general clerical functions** including computer data entry, maintaining court files, mail processing, answering telephones, etc. Position will require providing assistance to the public, attorneys and law enforcement personnel. (This job description is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.)

### **Minimum Qualifications**

1. Must be a high school graduate or have a certificate of successful completion of the General Education Development Test.
2. Pass the pre-employment medical examination provided by the County of Oakland.
3. Successfully complete a six month probationary period.
4. **Clerical experience in a court or law office.**
5. Advanced computer skills including extensive knowledge of Microsoft Office.

### **Desired Qualifications**

1. JIS experience.
2. Court experience in Traffic or Criminal Divisions.

#### **Email or fax resumes to:**

Debbie Meltzer  
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700 Barclay Circle  
Rochester Hills, MI 48307  
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**Deadline: September 20, 2013**